



JOB DESCRIPTION

JOB TITLE:	Water Quality Specialist	
DEPARTMENT:	Public Works Department	
REPORTS TO:	Utility Systems Manager	DATE: June, 2009
EMPLOYEE UNIT: AFSCME		Supersedes: September, 2006
FLSA EXEMPT:	No	

JOB SUMMARY: Under general supervision of the Utility Systems Manager, is responsible to assist and advise in development, implementation, and maintenance of drinking water and wastewater system quality control standards. Assist in development and implementation of water loss reduction program, water quality monitoring, and water management plans as directed. Assist in the operation of Water and Wastewater Systems as directed. Prepare technical reports as directed.

CLASS CHARACTERISTICS: Water Quality Specialist is journey-level class who works independently and is expected to perform essential job duties to ensure the continued safe operation of the City's drinking water and wastewater systems with a minimum of supervision.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Utility Systems Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Monitor drinking water supply for compliance with state drinking water standards and perform necessary maintenance work to ensure compliance with standards.
2. Monitor and recommend water quality process changes to Utility Systems Manager.
3. Prepare monthly water report for submittal to the State of California.
4. Prepare annual water reports for submittal to the State of California and consumer and prepare other water quality reports as necessary.
5. Review water and wastewater laboratory testing as required.
6. Participate and perform job duties in support of the City's Backflow Prevention Program and perform necessary repairs.

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7. Assist in the continued development and implementation of a long-term water management plan, including a water loss reduction program for the City.
8. Monitor groundwater levels and update pertinent records with data regarding production/consumption comparisons and projections.
9. Provide administrative support to Utility Systems Manager.
10. Perform other related duties as required.
11. Assist with water and wastewater maintenance duties as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess an Associate degree or 60 semester units from an accredited college with major course-work in chemistry, biology, microbiology or related field is highly desired
2. Three years of work experience in water production and treatment is required.

Licenses & Certificates:

1. Must possess a valid Class C California driver's license in conformance with adopted City driving standards
2. Possess a California Water Treatment Operator Grade II certificate from Department of Health Services. Possess a California Water Distribution Grade III certificate from California State Department of Water Services.
3. Possess a Backflow Prevention Testers Certificate issued by the AWWA and USC Cross Connection Control Certificate.
4. Successfully complete a Pulmonary Function Test and be certified to wear a respirator at time of hire.

Other Requirements:

1. Must be willing to work out of doors in various weather conditions.
2. Work extended hours as required and respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.
4. Work within confined spaces.

Knowledge of:

1. Methods and procedures for reading and adjusting domestic water meters.
2. The geography, topography and general place locations within the City service area.
3. Working knowledge of the operation and maintenance of water supply and distribution system including cross connection control and back flow prevention.
4. The use of common hand tools.

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5. The safe and proper handling of chemicals used in water treatment and distribution.
6. Maintenance of wells, boosters, and reservoirs.
7. Preventative maintenance procedures for wells and boosters.
8. Pressure zones and their effect on a water distribution system.

Skill in:

1. Analyzing water and wastewater quality and recommending corrective actions.
2. Responding to customer complaints regarding water quality.
3. Making basic mathematical calculations quickly and accurately.
4. Making repairs and adjustments to water quality equipment.
5. Dealing tactfully with customers.
6. Use of common office software including Microsoft Office.
7. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Climb stairs and embankments.
2. Read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
3. Write reports, business correspondence, and procedure manuals.
4. Effectively present information and respond to questions from fellow employees and water service customers.
5. Calculate figures and amounts such as proportions, percentages, area, circumference, and volume and apply concepts of basic algebra and geometry.
6. Solve practical problems and deal with variables in situations where only limited standardization exists.
7. Troubleshoot and recommend solutions for repair of wells, boosters, and reservoirs.
8. Maintain pressure reducing valves and clay valves in pump stations and in the distributions system.
9. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Rapidly learn the specific procedures related to the work.
11. Establish and maintain effective working relationships with those contacted in the course of the work.
12. Work independently with little supervision.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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1. Employee generally works 5% indoors and 95% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor equipment.